



Arizona State Board of Pharmacy
1616 West Adams Street, Suite 120
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Dear 2015 Graduate,

These are the FAQ's and steps you will need to complete the application process required to sit for your pharmacist exams and become licensed as an Arizona Pharmacist. **Please read this document carefully!** Omissions in your application will only delay your eligibility process. **If mailing documents, please send them to the PO Box 18520 address ONLY! There is no mail receptacle at the 1616 West Adams Street address. For Fed-X and UPS please use the street address.**

GENERAL INFORMATION:

It will take, on average, 8-12 weeks for you to be licensed as pharmacist. This time frame takes into account the processing time of paperwork and available slots for testing. There is no "expediting" or way to speed up the process. If you follow the guidelines below, you should be in line for testing several weeks after you graduate.

You may continue to work as an intern with your Arizona student intern license. Please **do not apply** for a new "graduate intern" license. These licenses are reserved for licensed pharmacists requiring intern hours as requested by the Board. If you do apply for a new intern license, your application will be voided and your money **will not be refunded!**

Students from **other states** should apply for a **student intern license** if needing to work or begin a residency program prior to licensure. This should be done online. New intern licenses will require a letter from the registrar or transcripts. You must also submit a copy of the US residency requirements listed below in this section. **PLEASE NOTE:** the letter or transcripts cannot be faxed or emailed to the Board.

Please note: All applicants for licensure are now required to submit fingerprints for licensure. Once the Board receives your application a fingerprint packet will be sent to you. You may have the prints done in your home state by any fingerprinting agency. Be sure to read the packet thoroughly and follow all instruction. Prints not meeting the fingerprint policy will be returned to you and you will need to have them redone!

REMEMBER TO REPORT YOUR NEW ADDRESS TO THE BOARD!
(Did you put in a forwarding order for your new address with the US Postal Service?)

EXAM PROCESS: THERE ARE TWO PARTS TO THIS PROCESS – YOU MUST DO BOTH!!!

PART A: Registering with the Arizona Board of Pharmacy

1. **Do not apply until at least 30 days prior to your graduation date!**
 - a. Applications received prior to the 30 day pre-application period will be **VOIDED!**

b. With the exception of your Final Transcript and Intern Hours, **your application should be submitted complete with all other required documents in section 3 below.** If you are applying online you can create a PDF file of the required documents and send them to my email address. Please do not take a picture of your documents! They print out black on my end. Please scan them and attach them as a PDF file. I do not recommend faxing them as the fax machine is shared by multiple members of the Board staff and will not save incoming faxes if the fax is in use. I will not confirm receipt of faxed documents.

2. **Online pharmacist applications (the fastest way)**

- a. From the Board's home page, www.azpharmacy.gov under QUICK LINKS select **Apply for License/Permit Online**. Then select **[Begin a new application]** and click. From the second page select **[I would like to start a new application.]**. From there follow the instructions as asked.
- b. Apply as a **FULL EXAM** candidate if you will take both the NAPLEX and MPJE exams **in Arizona**. If you are a student transferring your NAPLEX score **IN** from another state, then select **SCORE TRANSFER**. Score transfer students will only take the MPJE exam for Arizona.

Please use the following information if you have not taken your NAPLEX exam and are completing the Arizona online application: **NAPLEX score date: 01/01/1901. Score: 001, license number -S00001.**

- c. Your fee for the full exam or score transfer application is **\$50**. It is payable by debit or credit card. We accept Visa, MasterCard, Discover or American Express.
- d. You may apply by paper application. This method **will considerably slow down** your application process as the information provided must be manually entered into the Board's computer system. To apply by paper application, please download the Full Exam/Score Transfer application found under the Pharmacist tab at the top of the Board's homepage. Complete the application and mail it in with a check or money order for \$50 payable to ASBP (Arizona State Board of Pharmacy).

3. **A photocopy of following documents is required! (No exceptions!)**

TO BE PROVIDED BY YOU! :

a. Proof of legal US residency (please submit one of the following documents)

- * US birth certificate
- * US citizen passport or passport card (current or expired)
- * Certification of Birth Abroad issued by the US State Department
- * US Naturalization certificate – certificate of US citizenship.
- * Permanent Resident Card (green card) or Alien Registration Receipt Card (I-94)

*** In addition to the above documents you must submit **a state or federal issued photo ID such as a US Passport or state driver's license.**

*** If you are attending school on a student visa (F-1) or have a foreign visa please contact Valerie Suwinski at vsuwinski@azpharmacy.gov to discuss your current status.

PLEASE NOTE: Do not submit a US social security card in place of any of the above documents!

b. Character voucher.

- * This voucher may be signed by any preceptor or licensed pharmacist with whom you have worked.
- * Download form at: <http://azpharmacy.gov>. Click on **forms** then down to **other forms**.
- * This form may be mailed or emailed to Valerie Suwinski. vsuwinski@azpharmacy.gov

- c. If your name is different from your residency document (marriage, divorce, name change), please include a copy of the name change document with your application.
- d. If you have been **charged** or **convicted** of a misdemeanor or felony, you **MUST** declare it on the application **and provide us with a copy of your court documents!** Please contact the clerk of the court in which the charge occurred to obtain copies if you do not have them.

NOTE: C & D are only required if they apply to you!

NOTE: All of the above documents can be scanned and emailed to me.

vsuwinski@azpharmacy.gov

(I will not confirm faxed or mailed documents!)

ITEMS YOU WILL NEED TO REQUEST TO BE SENT TO US:

- a. **A final transcript.** You will need to have your school send us your final transcript. The transcript must show the date of graduation and the degree conferred to you! Check with your school to see when they will be printed. If you request them too early, they will send an undergrad transcript. This will delay your processing.
- b. **Intern hours.** Intern hours should be requested from your State Board of Pharmacy or from your school. Hours reported by the school should be submitted on school letterhead containing the Dean's signature and total hours earned. **You must have a minimum of 1500.**

TRANSCRIPTS & INTERN HOURS CANNOT BE FAXED OR E-MAILED!

PART B: Registering for your exams with NABP (National Association of Boards of Pharmacy)

DO NOT REGISTER FOR YOUR EXAMS UNTIL 30 DAYS PRIOR TO YOUR GRADUATION DATE!

- a. Registering early does NOT guarantee you an early test date! It only causes you to lose valuable test time. Test slots are determined by the completion of your application, not when you register!
- b. You must register for your NAPLEX and MPJE exams at NABP'S website:

www.nabp.net

Be sure to **READ CAREFULLY** all information posted on the site pertaining to exams! Your exams must be **PREPAID** and your name must appear on the roster sent to the Board to be marked eligible to test. You may take your exams in any order! You will only be marked eligible to test if you have graduated and all items in Part A have been received by the Board. **NO EXCEPTIONS!**

- c. Your ATT testing authorization number will be sent to you **from NABP via the e-mail address YOU entered when you registered for your exams.** Be sure to check both your in box and your spam folder for emails from NABP. If you delete or can't open your NABP e-mail, contact **NABP Customer Service at 847-391-4406.**

Do not call the Board! We cannot help you!

HAVE YOU REPORTED YOUR NEW ADDRESS TO THE BOARD?

(Did you put in a forwarding order for your new address with the US Postal Service?)

Checking your scores!

- a. You may check your score from the home page of our website at:

www.azpharmacy.gov

Click on the link to the NABP website and follow the instructions for logging in to view and print out your score. Remember, if you cannot see your score neither can the Board.

- b. NABP will release scores within 48 hours (2 business days) of the exam, provided that there are no testing issues with your exam. NABP does reserve the right to audit any exam at any time and hold your score until they have finished their audit. It does not mean that you did not pass the exam. Please note that if your score is held the Arizona Board is not advised of the reason for the hold. Generally a held score will clear within 5-7 business days.
- c. If you do not pass an exam; there is a mandatory waiting period to re-test. For the NAPLEX exam, it is 90 days from the day of the exam. Re-tests for MPJE exam are 30 days from the date of the exam. Remember, you will need to re-register and pay the exam fees AGAIN! You may register at any time for your retest. Your ATT number will be released directly by NABP once your wait period has passed. It will be sent to your e-mail address again.

FAQ'S

NAPLEX: The North American Pharmacist Licensure Exam

The NAPLEX exam measures a candidate's knowledge of the practice of pharmacy. A NAPLEX score can be transferred to additional states if you seek licensure in those states. A score transfer allows you to proceed with licensure in other states once you have passed the NAPLEX exam. You should select score transfer at the time you register for your NAPLEX exam if you will be licensing in multiple states. You can also elect to score transfer your NAPLEX score up to 90 days after you've passed the exam. See the NAPLEX registration bulletin for additional information.

MPJE: Multistate Pharmacy Jurisprudence Examination

The exam combines both state and federal questions of law to test the candidate's knowledge of regulations and laws in the respective licensure jurisdictions. The MPJE exam is state specific and does not transfer to other states for licensure.

How do I obtain study material for the MPJE exam?

Once the Board has received your application, we will send you a printed copy of the Arizona Pharmacy Law book for the MPJE exam. The book is also available on our website under the FAQ section of the home page. The Arizona Pharmacy Alliance also provides an online study course. For more information please visit their website www.azpharmacy.org. We do not provide study material for the NAPLEX exam. NABP does offer a NAPLEX practice exam for \$50 at their website.

I've submitted everything and I still don't have my ATT number or I can't get a testing date for 3+ weeks. Why?

See part B registration! Have you paid your fees and checked your email? Have you submitted your fingerprints? Remember that you and 500+ other applicants are all trying to test. Pierson Vue testing centers also administer multiple types of exam along with the NAPLEX and MPJE. They do offer testing 6 days per week, but remember that there are a limited number of slots open for testing. Practice patience! Be flexible with scheduling your exam time. **Calling the Board will not help!**

I've been trying to reach the Exam Coordinator but her voice mail is full!

Please e-mail her at ysuwinski@azpharmacy.gov. She will usually reply in about 48 hours. The Board generally receives about 400 – 500 applications during the 6 – 12 week graduation period. We process them in the order that they are received. Please do not call to check on your status! The call will not be returned.

HAVE YOU REPORTED YOUR NEW ADDRESS TO THE BOARD?

(Did you put in a forwarding order for your new address with the US Postal Service?)

I've passed both of my exams, how do I get my license?

Once we receive both passing scores, a billing notice will be mailed to you for payment of your 1st year pharmacist license. You will need to return it with your payment (personal check or money order only)! We cannot accept credit cards online, by mail, or in person! Once your payment is received your license will be processed and mailed to the address you indicated on your form. You may only work as a pharmacist when you have received your license in the mail! I will not re-invoice you if you have failed to notify the Board of your new address prior to testing!

You may come to the Board office once you have RECEIVED AND COMPLETED your mailed invoice between the hours of 1pm – 4:30 pm only!

VERIFICATIONS OF LICENSES AND INTERN HOURS TO OTHER BOARDS OF PHARMACY

I need to have my intern hours verified to another state's board of pharmacy. How do I request this?

Before requesting a verification of your intern hours, please contact the state board you are applying to for licensure. Many states have specific forms that they use for this purpose. If your licensure state requires that you use their form, complete the part of the form pertaining to you. (name, address etc.) You may mail or email your partially completed form to **Jennifer Mitchell at jmitchell@azpharmacy.gov**.

When requesting verification, please do not call Ms. Mitchell. Email is the preferred method! Please include the following information with your request. There are currently no fees for verifications. Faxing this request is not recommended!

**Your name
Your address
Your phone number
Your intern license number**

**Please also include the name, address and phone number of the board
where the verification is to be sent.**

Please e-mail Ms. Mitchell at **jmitchell@azpharmacy.gov** with questions about the status of your request.

Because of the number of requests made at this time of the year, please allow 12 – 14 business days for your request to be processed.

Licensing Coordinator: Valerie Suwinski Email: vsuwinski@azpharmacy.gov Fax: 602-771-2749

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